

# Fire Marshal



**Job Code:** 2270  
**Grade:** 134  
**Reports to:** Permits & Inspections Director  
**Salary Range:** \$65,561 - \$102,128  
**FLSA Status:** Exempt

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## **GENERAL STATEMENT OF DUTIES**

Performs highly responsible professional, supervisory, administrative, and technical work involving planning and managing the activities of fire prevention and life safety codes and programs; does related work as required.

## **DISTINGUISHING FEATURES OF THE CLASS**

An employee in this classification performs work involving the application of technical and managerial skills to planning and managing the activities of the division. Duties are performed under the immediate supervision of the Director of Planning and Code Administration with wide latitude to exercise administrative judgment in accordance with State and Federal requirements and City policies.

## **ESSENTIAL FUNCTIONS**

Supervising fire and life safety code enforcement; educating citizens about fire safety; reviewing building plans for life safety code compliance; inspecting buildings; maintaining records and files; preparing reports.

## **EXAMPLES OF WORK**

- Performs complex and technical building plan review for conformance with Life Safety Code.
- Checks sprinkler plans and hydraulic calculations.
- Ensures compliance with gaseous fire suppression systems, fire alarm systems, smoke control, and related requirements.
- Plans, supervises, and implements the fire inspection program of the City.
- Initiates and participates in community education programs to promote life safety and fire prevention.
- Reviews inspection and investigation reports and correspondence.
- Oversees the inspection of commercial, industrial, and institutional buildings for fire hazards to insure compliance with fire prevention codes.
- Supervises and participates in the investigation of the cause and origin of fires.
- Answers inquiries from the public regarding fire prevention practices.
- Conducts educational fire prevention and life safety programs, lectures, and demonstrations upon request.
- Performs related tasks as required.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of the modern principles and techniques of fire prevention and life safety, including inspection, fire hazards, and methods of eliminating hazardous conditions; comprehensive knowledge of the fire prevention code, practices, and policies; thorough knowledge of the modern principles and practices of fire investigation; thorough knowledge of flammable liquids and gases and hazardous chemicals, their proper use and storage requirements; some knowledge of electrical wiring systems and their capacities; ability to maintain records and prepare detailed technical reports; ability to establish and maintain effective working relationships with associates.

**MINIMUM EDUCATION AND EXPERIENCE**

Graduation from an accredited college or university with a Bachelor's Degree in Fire Science, Fire Protection, Construction Management, or related field. Five (5) to seven (7) years of fire investigation and fire inspection functions. Possession of a valid State of Maryland Firefighter Certification; additional years of experience in fire investigation and inspection functions may substitute for a portion of the educational requirement; or any equivalent combination of education, training, and experience.

**WORK CONDITIONS**

- Sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.
- Work requires climbing, stooping, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, and grasping.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is subject to inside and outside environmental conditions, extreme heat, noise, vibration, hazards, atmospheric conditions, oils, and wearing a respirator. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

**SPECIAL REQUIREMENTS**

- Possession of an appropriate driver's license valid in the State of Maryland.
- Registration in Fire Protection Engineering.
- An employee in this classification is subject to random drug and alcohol testing pursuant to the City of Gaithersburg's Drug-Free Workplace Policy, Drug & Alcohol Testing Procedures.

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification. The list of essential functions/examples of work, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

The City of Gaithersburg is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Gaithersburg provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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